

PEP  
4H Meeting Minutes  
March 9, 2004

**Present:** Marilyn Rudzinski, Cheryl Jock, Mary Rader, Cathy Cooper, Doris Duda, Sue Kutchey , and Karen Rinke

**Approval of Minutes:** Cathy motioned for minutes from last meeting on 2/4/04 be approved, the motion was second by Mary, minutes approved

Mary read highlights from the minutes from meeting on 4/2/03.

**Updates:**

Mary explained that she is scheduled to go out to the Big R on March 20th, but will call sooner to discuss dates. ( See addendum 1)

Elana Zuccuro would like to have her horse certified to be used in the program.

Marilyn explained her proposed timeline, including 3 different sets of dates depending on what night of the week the program is run.

Doris suggested that the program should have a Spring and a Fall session, but not a Summer session. Mary spoke to someone from another PEP program that ran sessions May - June and Aug. - Oct.

Marilyn explained that Jan was withdrawing from the PEP committee to have the time to attend to other commitments.

Doris stated that Jan Weber turned all of the PEP information that she had in her possession over to her. She also said that both Jan and Keran had signed off on the checking account, so that now Doris is the only one left on the account.

Marilyn suggested that an audit be done on the account to protect all involved. She also explained that 2 people should do it. Cathy made a motion to elect Sue Kutchey and Karen Rinke to perform the audit. Mary second and motion passed.

Marilyn stated that as new members are added to the committee, 2 more people would need to be added to the account.

At this time Doris went over all of the items that Jan left in her possession.

Marilyn suggested that an inventory of all materials should be done.

1. Pins ( Sue Kutchey)
2. Donated item
3. Posters

Marilyn asked if there were any of the 4 - H bears left, that PEP had received. Sue stated that her, Marie Marcat and Denise Lotan decided to donate the bears to Northern Macomb because they were dated and couple of years old.

**Equipment:**

Jane Resuteke has donated a 16" saddle for the program. We now have 4 16" saddles.

Sue was watching saddles on ebay but had not purchased anything yet.

**County Survey:**

Marilyn showed an overview of statistics from a survey done in other Counties that have a PEP program. Statistics included

- Number of instructors, volunteers and riders
- Schedules
- Goals
- Budget
- Public Relations
- Equipment

And much more. The purpose of the survey was to be able to compare other programs and how they are run.

**Budget Issues:**

Marilyn provided a proposed budget. Costs were discussed.

Mary stated that she thought that we should pay Big R more than the \$50.00 a month that Marilyn proposed, Sue agreed and it was decided that we should pay \$25.00 a week. That would add up to \$450.00 for the six- week session.

There was a lengthy discussion on what fee should be charged to the riders. It was decided that we would put on the brochure "reduced fees for 1st year pilot program and that fees have to be paid before first session.

Mary made a motion to charge \$20.00 per session =\$120.00 total with a \$20.00 refund if they attend all sessions. Cathy second. Motion approved.

**Fundraising:**

There were many suggestions as how we could raise money for the program.

Cathy made a motion to have a 50/50 raffle, Doris second. Motion approved.  
Sue will make the request to the Horse Committee.

Another suggestion was to approach business for donations or just to sponsor 1 rider for a 6-week session.

It was also decided to not attend the Heritage Festival this year.

**Things that need to be done:**

Program application  
Scholarship criteria

**Next meeting Wednesday, April 7th**